

| | |
|------------------------------|---|
| Document Type: | PO2WAY (CSTARS and SPS Purchase Orders) |
| Document Description: | This document is used to record simplified acquisition for pre-pay supplies or services processed by CSTARS or advance payments authorized by procurement regulations in the Small Purchase System. |
| Source Document(s): | <ul style="list-style-type: none">• CD-435 – Procurement Request• CD-404 – Supply, Equipment, or Service Order• CD-405 – Partial Receipt Notification• CD-406 – Invoice Receipt Certification• Optional Form 347 – Order for Supplies or Services• Standard Form 30 – Amendment of Solicitation/Modification of Contract |
| Matching Criteria: | 2 Way Match (Obligation and Invoice) |
| Processes: | <ul style="list-style-type: none">• FM040 Purchase Order Transaction Screen• PM003 Vendor Invoice Transaction Screen |
| Business Rules: | <p>Use PO2WAY for CSTARS documents with the 2-digit Counter Code of AE and AU and for SPS documents with the 2-digit transaction code of 41.</p> <p>The vendor <u>will</u> submit an invoice for payment.</p> |
| Tolerance Levels: | <p>Freight Amount - .00</p> <p>Percentage for Quantity – .000</p> <p>Percentage for Amount – .000</p> <p>Tolerance Amount – .00</p> |
| Reports: | <p>PM101a – Print Daily Invoice Filing & Certification Report</p> <p>PM102a – Print Released Vendor Invoice by User and Date Report</p> <p>PM130a – Print Unapproved Invoice Aging Report</p> |
| Look-Up Screens: | <p>FM042 – Purchase Order Transaction Look-Up</p> <p>NOA002 – Vendor Maintenance Look-Up</p> <p>PM007 – Vendor Invoice History Look-up</p> <p>PM040 – Vendor Payment Look-up</p> |
| CFS-FIMA Interface: | <p>CFS Document Number: 2 Way Match – FM040 Obligation Number</p> <p>FIMA Document Number: 2 Way Match – FM040 Source Reference</p> <p>FIMA Secondary Reference Number: 2 Way Match – FM040 Obligation Number + U</p> |

Purchase Order Transaction Screen

The Purchase Order Transaction Screen (FM040) is accessed from the FMTRAN menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

FM040 CONTROL BLOCK

| Purchase Order Transaction Screen | | Print <input type="checkbox"/> | fm040 |
|-----------------------------------|-----------------|--------------------------------|-------------------------|
| One to One <N> | | | |
| Document: Type | PO2WAY C/O N | Oblig# 8617-0-0 | Total 15,700.00 |
| Feeder System No WC13302AU0005 | | | |
| Date | 31-JAN-2002 | Source Ref | WC2AU0005 |
| Effective Dates | 31-JAN-2002- | Status | OPEN 31-JAN-2002 |
| For: Bureau Code | 14 Name NOAA | G/L Date | 31-JAN-2002 FY 02 |
| Vendor: <N> | No 18958-1 | Name | MCMASTER-CARR SUPPLY CO |
| Approval: Y | By P J O CONNOR | Date | 31-JAN-2002 |
| Document: <N> | Notes <N> | Line Notes <N> | AD <N> |

| Field Name | Source Document Mapping | Action/Description |
|------------------|---|--|
| One to One | N | This field is used to reference a requisition document. Press HOME and select the requisition. |
| Document: Type | PO2WAY | This field is used to identify the purchase order type. Press HOME and select the document type. |
| C/O | N – Original Purchase Order Y – Change Order | This field indicates if the purchase order is the original or a change order. This field defaults to N . Enter Y to process a change order. |
| Oblig # | System Generated – Original PO Select the Obligation # for the C/O | This field identifies the CFS obligation number consisting of: the system generated number, release number, and the change order number. Press HOME and select the obligation number for the change order. |
| Total | System Generated | This field records the total dollar amount for the detail item(s). |
| Feeder System No | Enter the Order Number | This field is used to convert open documents from legacy systems into the Core Financial System. |
| Source Reference | Enter the 9-digit FIMA Document Number | This field is used to enter supporting documentation. |
| Effective Dates | Enter the Effective Dates | This field is used to record the effective dates of the purchase order. Enter the effective dates or the system defaults to the current date. |
| For: Bureau Code | 13 – BXA 14 – NOAA | This field is used to record the bureau code. Press HOME and select the bureau code. |
| G/L Date | Use the Default G/L Date | This field is used to record the general ledger end date and defaults to the current open general ledger period. |
| FY | Enter the Fiscal Year | This field records the fiscal year. |
| Vendor: < > | SEE VENDOR POP-UP | This pop-up is used to record vendor information for the purchase order. |
| Approval | N – Did not pass all system edits Y – Passed all system edits | This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter Y then press F5. |
| Notes < > | Notes or Comments | This field is used to record notes or comments for the purchase order transaction. Press F2 and enter the note or comment. |

VENDOR ADDRESS AND SHIPPING DATA POP-UP

| Vendor Address and Shipping Data | |
|----------------------------------|---|
| Vendor No | 18958-1 |
| Name | MCMASER-CARR SUPPLY CO |
| Address | 600 COUNTY LINE ROAD |
| Address | |
| City | ELMHURST |
| St/Pr | IL |
| Zip/Postal Code | 60603 |
| Country | US |
| Contact | ERIN THOMAS |
| Confirmed | N |
| With | |
| Fixed Price | N |
| Acknowledgement Req | N |
| Exchange: Code | US |
| Rate | 1.0000000000 |
| Terms1: Net | 30 Days Disct P/A P 000000 W/IN 00 Days |
| Terms2: Net | 30 Days Disct P/A P 000000 W/IN 00 Days |
| FOB | DESTIN |
| Freight | |
| Shipvia | |
| ShipTo Code | TPR |
| Name | THIRD PARTY |
| Address | |
| Address | |
| Address | |
| Address | |
| City | |
| Zip/Postal Code | |
| Country | |

| Field Name | Source Document Mapping | Action/Description |
|---------------------|---|---|
| Vendor No/ID | Select Vendor # and Purchasing Address ID | This field is used to identify the vendor number and address ID for the vendor's purchasing address. Press HOME and select the vendor number and purchasing address ID. |
| Contact | Enter the Contact Name | This field indicates the contact person for the purchase order transaction. |
| Confirmed | Do Not Use | This field indicates if this order is being confirmed. |
| With | Do Not Use | This field identifies the person that the order is being confirmed with. |
| Fixed Price | Do Not Use | This field describes if the order is fixed price. |
| Acknowledgement Req | Do Not Use | This field is used if acknowledgement is required from the vendor. |
| Terms1: | Enter the Discount Terms | This field indicates the 1 st set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. |
| Terms2: | Enter the Discount Terms | This field indicates the 2 nd set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. |
| FOB | Enter the FOB Point | This field indicates the FOB point at which title passes. This field defaults to DESTIN if no FOB point is specified. |
| Freight | Do Not Use | This field is used to indicate any freight information. |
| Ship Via | Do Not Use | This field is used to indicate the carrier to be used for shipping purposes. |
| Ship To Code | TPR | This field indicates the third party ship to address. Press HOME and select TPR. |

FM040 DETAIL BLOCK

| | | | | | | | |
|-------------------------|-----|----------------|-----|------------|-------------|-----------------|-----------|
| Item: No | 1 | Request Detail | <N> | Type | SUPPLY | Commodity Code | ADUPAY |
| Part No | | Stock No | | Emp No | | | |
| Description | <E> | Other | <> | Due Date | 01-FEB-2002 | Acceptance Days | 7 |
| RI Mth | Act | Quantity | U/M | Unit Price | | Extended Amount | |
| Requested: | D | N | | 1.000 | EA | 15,700.0000 | 15,700.00 |
| Inventory: | | | | | | | |
| Account Classification: | < | > | | Status | OPEN | 31-JAN-2002 | |

| Field Name | Source Document Mapping | Action/Description |
|---------------------------|---|---|
| Item: No | Item Number (s) | This field indicates the item number(s) and is system generated. NOTE: If the item number does not agree with the source document enter the source document item number in the description. |
| Request Detail | N – No Requisition Y – Reference Requisition(s) | This field is used to reference one or more requisitions. This field defaults to N . Enter Y and select the requisition number(s) and item(s) to be included in the document. |
| Item: Type | SERV – Services (Object Class 25XX) SUPPLY – Supplies (Object Class 26XX) | This field identifies the item type. Press HOME and select an item type. |
| Commodity Code | ADVPAY – Immediate Payment - NONE AGR – Perishable Agriculture - AGR CONSTR – Construction Contracts - CONSTR DAIRY – Dairy Products - DAIRY G/S – Goods/Services subject to PPA - STD MEAT – Meat or Meat Products - MEAT MISC – G/S not subject to PPA - NONE RAT – Ratification – NONE | The commodity code determines payment terms under the Prompt Payment Act. Press HOME and select the commodity code. |
| Description | Enter the Item Description | This field is used to record the description of the item. Press F2 and enter the description, then press F5. |
| Other < > | SEE OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP | This pop-up is used to record other pertinent information about the purchase order. |
| Due Date | Enter the Due Date | This field indicates the due date of the item. Enter the due date or if no specific due date is noted enter the current date. |
| RI Mth | Q – Quantity Based D – Dollar Based | This field indicates if the document is quantity or dollar based. This field defaults to D if a quantity of 1 is entered. |
| Quantity | Enter the Quantity | This field indicates the quantity of the item. Enter the quantity for the item. NOTE: If the source document is being converted from quantity to dollar based enter a quantity of 1. |
| U/M | Enter the Unit of Measure | This field indicates the unit of measure of the item. Press HOME and select the unit of measure. |
| Unit Price | Enter the Unit Price | This field indicates the unit price of the item. Enter the unit price for the item. NOTE: If the source document is being converted from quantity to dollar based enter the total dollar amount of the item. |
| Account Classification <> | SEE ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP | This pop-up is used to record the account distribution for each item. |

OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP

| Other Pertinent Information for This Item | |
|--|-----------------------------|
| Document Matching: Default Y RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/> | Delivery POC |
| Holdback: Type <input checked="" type="checkbox"/> Amount <input type="checkbox"/> | ----- |
| PSC Code <input type="checkbox"/> | Delivery Date: 01-FEB-2002 |
| Payment Office Code HQS | Emp: 566 |
| OFFICE OF FINANCE AND ADMINISTRATION | Name: P J O CONNOR |
| 28020 CENTURY BOULEVARD | Phone: 301-427-1110 x113 |
| CALLER SERVICE #9025 | Loc: 201 PERRY PARKWAY, GAI |
| GERMANTOWN MD 20874 | |
| Asset: Category <input type="checkbox"/> Indicator <input type="checkbox"/> AIN <input type="checkbox"/> | |

| Field Name | Source Document Mapping | Action/Description |
|-------------------------------|---|--|
| Document Matching: Default | Y | This field indicates the document matching for the item. The document matching is established on the Payment Document Matching Maintenance Screen (PM021). |
| Holdback: Type Amount | D – Dollar Amount Holdback N – No Holdback P – Percentage Amount Holdback | This field indicates if the item is subject to a contract holdback. Press HOME and select the type of contract holdback and enter the contract holdback amount. |
| PSC Code | Do Not Use | This field is used to indicate the product service code. Press HOME and select the product service code. |
| Payment Office Code | Select the Payment Office Code | This field indicates the payment office code where the purchase order is being processed. Press HOME and select the payment office code. |
| Asset: Category Indicator AIN | Do Not Use | These fields are used to record personal property items. |
| Delivery Date: | Enter the Delivery Date | This field indicates the delivery date. Enter the delivery date or if no specific delivery date is noted enter the current date. |
| Emp: | Enter the Delivery Point of Contact | This field indicates the Delivery Point of Contact employee number. Press HOME and select the Delivery POC employee number or enter your employee number if no specific Delivery POC is noted. |

ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP

Account Distribution For This Item

| MDL | Percent | Quantity | Amount | ACCS | --- Supporting Document --- | | | | |
|--|---------|----------|-----------|------|-----------------------------|------|------|-----|---|
| | | | | | No | Type | Item | MDL | A |
| 1 | 100.000 | 1.000 | 15,700.00 | < > | - | | | | |
| 14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 25-27-00-00 000566 | | | | | | | | | |
| Acceptance: Emp No 566 Name P J O CONNOR | | | | | | | | | |
| Receiving: Office No CAMS Name CAMS PROGRAM OFFICE | | | | | | | | | |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | | | | | | | |
| Acceptance: Emp No Name | | | | | | | | | |
| Receiving: Office No Name | | | | | | | | | |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> 100.000 1.000 15,700.00 </div> | | | | | | | | | |

| Field Name | Source Document Mapping | Action/Description |
|----------------------|--|---|
| MDL | System Generated | This field indicates the multiple distribution line number for the item. This field is system generated. |
| Percent | Enter the Percentage for each MDL | This field is used to record the percentage for each multiple distribution line. Enter the percentage for each multiple distribution line for a total of 100%. |
| ACCS < > | SEE ACCOUNT CLASSIFICATION POP-UP | This pop-up is used to record the account classification for each multiple distribution line. |
| Acceptance: Emp No | Enter your Employee Number | This field indicates the acceptance employee number responsible for the acceptance on a 4-way match document. Press HOME and select the acceptance employee number or enter your employee number if no specific acceptance employee is noted. |
| Receiving: Office No | Enter the Receiving Office Code | This field indicates the receiving office code. Press HOME and select the receiving office code or enter your receiving office code if no specific receiving office is noted. |

ACCOUNT CLASSIFICATION POP-UP

Account Classification

| Bureau | Project Task | Fund Code | Program | Organization | Object Class | UDF |
|--------|--------------|-----------|--------------|------------------------|--------------|--------|
| 14 | 89P1ACM-P00 | 02 | 06-01-01-000 | 06-02-0004-01-00-00-00 | 25-27-00-00 | 000566 |
| NOAA | | | | | | |

| Field Name | Source Document Mapping | Action/Description |
|--------------|---|---|
| Project/Task | Enter the Project/Task | This field identifies the project/task codes for the item and multiple distribution line. |
| Organization | Enter the Organization | This field identifies the organization for the item and multiple distribution line. |
| Object Class | Enter the Object Class | This field identifies the object class for the item and multiple distribution line. |
| UDF | Enter the Employee Number of the Approver | This field is used to determine the approval routing for the item and multiple distribution line. |

Documents Requiring Approval

The Documents Requiring Approval Screen (WF002) is accessed from the WFM menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

WF002 Documents Requiring Approval

[illegible]

| Field Name | Source Document Mapping | Action/Description |
|----------------|--------------------------------------|---|
| App | N – Disapprove Y – Approve | This field is used to approve or disapprove a purchase order. To view the purchase order document press HOME. |
| Note < > | Enter Reason for Disapproval | This field is used to record notes if the document is not approved. If the App field is N this field is mandatory. Press F2 and enter the reason for not approving the document. |
| Type | System Generated | This field indicates the purchase order document type awaiting approval. |
| No | System Generated | This field indicates the purchase order document number awaiting approval. |
| C/O | System Generated | This field indicates the document change order awaiting approval. |
| Total | System Generated | This field indicates the total dollar amount of the document awaiting approval. |
| Date Requested | System Generated | This field indicates the request date of the document to be approved or disapproved. |
| Requested By | System Generated | This field identifies the name of the person requesting the approval. |

Vendor Invoice Transaction Screen

The Vendor Invoice Transaction Screen (PM003) is accessed from the PMTRAN menu. The following fields must be entered and the document approved to record an accrual in the Core Financial System.

PM003 CONTROL BLOCK

| Vendor Invoice Transaction Screen | | pm003 |
|-----------------------------------|---|--|
| Bureau | 14 | Inv: Type VINV No 13102 - 0 Date 28-JAN-2002 |
| Doc: Source | OBLIG | Type PO2WAY No 8617-0 Symbol < > |
| Source Ref | WC2AU0005 | FastPay N |
| Dates: Recd | 31-JAN-2002 | Retd Status OPEN 31-JAN-2002 |
| Trans No | 371699 | Invoice Amount Applied 15,700.00 |
| Vendor Invoice Amount | 15,700.00 | |
| Vendor: No | 18958-2 | Name MCMaster-CARR SUPPLY CO Addr < > |
| PPA Exchange Code | US | Customer Inv Type No |
| Terms: | (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | |
| Approval: | Y By P J O CONNOR | Date 31-JAN-2002 |

| Field Name | Source Document Mapping | Action/Description |
|-----------------------|---------------------------|--|
| Bureau | 13 – BXA 14 – NOAA | This field is used to record the bureau code. Press HOME and select the bureau code. |
| Inv: Type | VINV | This field is used to identify the invoice type. Press HOME and select the invoice type. |
| Inv: No | Enter the Invoice Number | This field is used to record the vendor's invoice number. Enter the vendor's invoice number. |
| Inv: Sub No | 0 | This field is used to record the sub invoice number to permit duplicate invoice numbers submitted by a vendor. |
| Inv: Date | Enter the Invoice Date | This field is used to record the date of the vendor's invoice. Enter the vendor's invoice date. |
| Doc: Source | OBLIG | This field is used to identify the document source. Press HOME and select the document source. |
| Doc: Type | PO2WAY | This field identifies the document type of the purchase order. Press HOME and select the document type and obligation number. |
| Doc: No | Obligation # | This field identifies the obligation number of the purchase order. |
| Symbol < > | Do Not Use | This field is used to record the appropriation symbol and the ALC for payment of an SF1080/SF1081 invoice. |
| Source Ref | System Generated | This field is used to enter supporting documentation. |
| Dates: Recd | Enter the Received Date | This field is used to record the date that the vendor's invoice was received at the certifying official's office or the finance office. Enter the received date of the vendor's invoice. |
| Dates: Retd | | This field is used to record the date that the invoice was returned to the vendor as an improper invoice. |
| Vendor Invoice Amount | Enter the Amount Due | This field is used to record the total invoice amount on the vendor's invoice. Enter the total amount due from the vendor's invoice. |
| Vendor: No/ID | Select Payment Address ID | This field is used to record the vendor number and address ID for the vendor's remit to payment address. Press HOME and select the payment address ID. |
| Addr < > | System Generated | This field is used to verify the vendor's payment address and cannot be updated. NOTE: If the address is incorrect contact your Vendor Database Administrator. |

PM003 CONTROLBLOCK (CONTINUED)

| Vendor Invoice Transaction Screen | | pm003 |
|--|--|-------|
| Bureau 14 | Inv: Type VINU No 13102 - 0 Date 28-JAN-2002 | |
| | Doc: Source OBLIG Type PO2WAY No 8617- 0 Symbol < > | |
| | Source Ref MC2AU0005 FastPay N | |
| | Dates: Recd 31-JAN-2002 Retd Status OPEN 31-JAN-2002 | |
| | Trans No 371699 Invoice Amount Applied 15,700.00 | |
| | Vendor Invoice Amount 15,700.00 | |
| Vendor: No 18950- 2 | Name MCMASTER-CARR SUPPLY CO Addr< > | |
| PPA N | Exchange Code US Customer Inv Type No | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | |
| Approval: Y By P J O CONNOR | Date 31-JAN-2002 | |

| Field Name | Source Document Mapping | Action/Description |
|---------------------|--|---|
| PPA | N – Not Subject to the PPA Y – Subject to PPA | This field indicates whether or not the vendor's invoice is subject to the Prompt Payment Act. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden. |
| Exchange Code | US | This field indicates the monetary exchange rate code for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden. |
| Terms: (1) Net W/In | Net 0 Days | This field indicates the 1 st set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden. |
| Terms: (2) Net W/In | Net 0 Days | This field indicates the 2 nd set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden. |
| Approval | N – Did not pass all system edits Y – Passed all system edits | This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter Y then press F5. |

PM003 DETAIL BLOCK

| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W/H | D | H | Emp | No | Pmt Inf | Amount |
|---|-----|--------|-----|---|---|---|---|---|---------|-----|---|-----|---|-----|-----|----|---------|-----------|
| Y | 1 | SUPPLY | 1 | D | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | | 0 | <> | 15,700.00 |

| Field Name | Source Document Mapping | Action/Description |
|-------------|---|---|
| R | System Generated | This field indicates the status of the item. NOTE: This field can be updated after the approval flag is set to Y. |
| Itm | Select Item from the Purchase Order | This field indicates the item(s) number. Press HOME and select the item(s) being invoiced. |
| Type | System Generated | This field indicates the item type from the purchase order. |
| MDL | System Generated | This field indicates the multiple distribution line(s) (MDL) for the item from the purchase order. |
| RI | System Generated | This field indicates if the document is Q - quantity or D - dollar based. This field defaults from the purchase order. |
| Matching: D | Y | This field indicates the matching criteria and defaults to the matching criteria specified on the Payment Document Matching Maintenance Screen (PM021). |
| PP Type | AGR – Perishable Agriculture CONSTR – Construction Contracts DAIRY – Dairy Products MEAT – Meat or Meat Products NONE – Not subject to Prompt Pay Act STD – Standard Prompt Payment Terms | This field indicates the prompt payment type and is defaulted based on the commodity code selected on the purchase order. |
| T < > | N – No Trade-In Y – Trade-In | This field indicates if there is a trade-in associated with the item. To view the trade-in pop-up press F2. |
| R | N – Not 1099 reportable (Supplies) Y – 1099 Reportable (services) | This field indicates if the item is reportable on a Form 1099-MISC. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. |
| W/H | N – Not subject to backup withholding Y – Subject to backup withholding | This field indicates if the item is subject to backup withholding. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. To view or enter the backup withholding percentage pop-up press F2. |
| D | N – No Discount Y – Discount | This field indicates if the item is subject to a discount. This field defaults to Y. A discount will only be applied if discount terms are specified in the Term fields. |
| H | D – Dollar Amount Holdback N – No Holdback P – Percentage Amount Holdback | This field indicates if the item is subject to a contract holdback. Press F2 to view or enter a contract holdback type and amount. |
| Pmt Inf < > | SEE ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE, AND MDL POP-UP | This pop-up is used to record the account distribution information for each item, type, and multiple distribution line. |

ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE AND MDL POP-UP

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|-------------|-------------|-----------------|-----------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 02 | < > | 1.000 | 15,700.0000 | 15,700.00 | <E> OPEN | 31-JAN-2002 |
| 14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 25-27-00-00 000566 | | | | | | |
| RT | | Dates: Accept | | | G/L 31-JAN-2002 | PM006 Flag: < > |
| EA | | Due | | 28-JAN-2002 | L/R | |
| | | Disct | | | D/L | Lost |
| PS: MISC 0 Date 31-JAN-2002 | | | | | | |
| Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0 | | | | | | |

| Field Name | Source Document Mapping | Action/Description |
|-------------------|---|---|
| FY | System Generated | This field indicates the fiscal year of the item from the purchase order. |
| ACCS < > | System Generated | This field indicates the ACCS of the item from the purchase order. |
| Qty | Enter the Quantity | This field indicates the quantity of the item from the purchase order, but can be overridden. |
| Unit Price | Enter the Unit Price | This field indicates the unit price of the item from the purchase order, but can be overridden. |
| Desc | System Generated | This field displays the description for the item from the purchase order, but can be overridden. |
| RT | System Generated | This field records the receiving ticket transaction number. |
| G/L | Use Default G/L Date | This field is used to record the general ledger end date and defaults to the current open general ledger period. |
| PM006 Flag < > | System Generated | This field indicates if an Advice of Correction Screen (PM006) has been processed for the item. |
| Due | System Generated | This field is used to record the due date of the item and is system generated. NOTE: This field can be updated after the approval flag is set to Y. |
| L/R | | This field is used to identify the late payment reason code. Press HOME and select a valid late payment reason code. |
| D/L | | This field is used to identify the discount lost reason code. Press HOME and select a valid discount lost reason code. |
| PS: | FOR – Foreign Payment MANUAL – Manual Payment MISC – Miscellaneous Payment TRANS – Transportation Payment | This field indicates the payment schedule type to be sent to Treasury. NOTE: For SF1081 payments, select MISC and the system will update the payment schedule to MANUAL after the Manual Vendor Payment Screen (PM041) is approved. |
| PS: Schedule No | System Generated | This field indicates the payment schedule number for the item and is system generated. NOTE: For SF1081 payments press HOME and select the G-Schedule Number. |
| PS: Schedule Date | System Generated | This field is used to record the schedule date of the item and is system generated. NOTE: This field can be updated after the approval flag is set to Y. |
| Payment: PO | System Generated | This field indicates the payment office code where the purchase order and invoice are being processed. |